demos GROUP

HR Courses Progression Plan

	CORE	INTERMEDIATE	ADVANCED
HR	Confident Recruitment& Selection Interviewing Skills	Conducting Successful Appraisals & Reviews	Working as a Mentor in the Induction Process
	An Introduction to Human Resources		
TRAINING	Essential Skills for Effective Training Administration	Effective Workplace Training – One-to-One & Small Group Training	High Impact Training – Innovative Learning Techniques
	Developing Effective & Confident Training Techniques		
	Training Techniques for Occasional Trainers		
	Train the Trainer Module 1, 2, 3 & 4		
CAREER GUIDANCE	Preparing for a Selection Interview	Mobility	
		Preparation for Retirement	